PURPOSE

To define purchases that do not require the authority of Contracting and Purchasing Services

POLICY

PUR 301-01-01: Transactions that do not require the authority of Purchasing Services.
The transactions identified below do not require the authority of Contracting and Purchasing Services and no dollar limit is imposed when processing a Departmental Purchase (PD) order:

- Construction Procurement and Real Property Contract Payments (Capital Assets Only)
- Credit Reporting Services
- Entertainer Fees (Contracted only)
- Game Guarantees - Athletics only
- Game Officials - Athletics only
- Gate Receipts - Flagstaff Public Schools (Athletic Events)
- Government or other governing agency
- Grants - bestowed by NAU on outside agencies or individual students
- Guest Lecturer
- Guest Speaker
- Honorariums
- Insurance Claims
- Intergovernmental Agreements
- Interviewee Expenses
- Participant Fees
- Payments legally required from NAU by the Arizona Board of Regents, and State and Federal agencies
- Performer
- Program Review Fees
- Recruiting:-incl. Candidate Expenses/Hotel Accommodations. This does not include advertising to obtain qualified applicants for a vacant position.
- Refunds
- Registration Fees
- Reimbursements:-not to include employee reimbursements for the purchase of goods and/or services in excess of $5000
- Royalties
- Stipends
- Student Program Fees
- Subcontract under Sponsored Project
- Subscriptions and Dues
- Taxes
- Temporary Employment Services
- Traffic School Tuition
• Vehicle Registration

CROSS REFERENCE

PUR 205-00  Prohibited Purchases
PUR 302-01  Departmental Purchase Orders
PUR 600-01  Reporting Receipt of Order